
	LOS LUNAS POLICE DEPARTMENT		
	OPERATIONS	NUMBER: OPR.16.01(B)	EFFECTIVE DATE: May 20, 2011
	SUBJECT: Explorer's		REVIEW DATE: August 18, 2015
	AMENDS/ SUPERSEDES:	NMSA:	
NMMLEPSC STANDARDS: <hr/>		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature	

I. PURPOSE

This policy establishes the Los Lunas Police Department's position on the utility and management of its volunteer program and provides guidance on its management and administration.

II. POLICY

Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase police responsiveness, service delivery, and information input, and they provide new program opportunities. In addition, volunteers can bring new skills and expertise to the job and prompt new enthusiasm. It is the policy of the Los Lunas Police Department to use qualified volunteers for specified tasks and duties that can create efficiencies for the department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel.

III. DEFINITIONS

Volunteer: Someone who performs service for the department without promise, expectation, or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support, and youth involved in a Law Enforcement Explorer Post, among others.

IV. PROCEDURES

A. Administration

1. The volunteer coordinator, or his or her designee, shall be responsible for the following:
 - a. Recruiting, selecting, and training qualified volunteers for the explorer program.
 - b. Maintaining employment records for each explorer
 - c. Maintaining a record of explorer's schedules and work hours
 - d. Completion and dissemination as appropriate of all necessary paperwork and information.
 - e. Planning periodic recognition events
 - f. Administering discipline when warranted

B. Recruitment

Explorers must be Village of Los Lunas residents. Explorer's shall be recruited on a continuous and ongoing basis consistent with this department's policy on equal opportunity nondiscriminatory employment (PER.02.01). A primary qualification for participation in the application process shall be an interest in and an ability to assist the agency in serving the public.

C. Screening

1. All prospective explorers' shall complete the Explorer application for provided by Boy Scouts of America (BSA).
2. The Explorer coordinator, or designee, shall conduct a face-to-face interview with an applicant under consideration.
3. A documented background investigation shall be completed on each Explorer applicant and shall include but not necessarily be limited to the following:
 - a. Traffic and criminal record
 - b. Employment
 - c. References

D. Selection and Placement

1. Upon their selection, applicants shall receive a confirmation letter prior to the start of service.
2. All volunteers shall be required to sign a volunteer agreement.

E. Explorer Membership

1. Membership in the Los Lunas Police Department Post 17 Explorer program is a privilege not a right.

F. Training

1. Explorer's shall be provided with an orientation program to acquaint them with the department, personnel, policies, and procedures that have a direct impact on their work assignment.
2. Training shall reinforce to the Explorer's that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the department. They shall always represent themselves as Explorers.
3. All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.

G. Fitness for Duty

1. No explorer shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury.
2. Explorer's shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:
 - a. Driver's license
 - b. Medical condition
 - c. Arrests
 - d. Criminal investigations

H. Uniform and Equipment

1. Explorer personnel shall, at all times, be responsible for the safeguard and proper use of all issued property. All authorized equipment shall be utilized only for its intended purpose and official duties.
2. Explorer personnel shall no abuse, damage, or lose any issued equipment.
3. All issued equipment shall be maintained in proper order. This will include the maintaining of issued SOP manuals and the prompt insertion of any revisions.
4. Explorers shall wear authorized Law Enforcement Explorer uniforms only immediately before, during, and within thirty minutes after approved Explorer function.
3. No Explorer shall wear his or her uniform or identifiable parts of that uniform while off duty.
4. Explorer's shall be required to return any issued uniform or agency clothing at the termination of service.
5. Volunteers shall be issued an identification card that must be worn at all times while on duty.
6. Any fixed and portable equipment issued by the agency shall be for official and authorized use only.
7. Any property or equipment issued to a volunteer shall remain the property of the agency and shall be returned at the termination of service.

I. Confidentiality

1. Each volunteer shall sign a nondisclosure agreement. Subsequent disclosure of any confidential information, verbally, in writing, or by any other means, shall be grounds for immediate dismissal and possible criminal prosecution.

2. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the agency, or maintain that they represent the agency in such matters without permission from the Chief of Police or his designee.

J. Disciplinary Procedures, Conduct and Termination

1. Cause to terminate an Explorer membership include, but are not limited to:
 - a. Direct and continual violation of the SOP.
 - b. Violation of the BSA program guidelines.
 - c. Lack of interest demonstrated by failure to attend scheduled training dates.
 - d. Misconduct.
 - e. Conduct unbecoming a Law Enforcement Explorer.

2. Conduct On and Off Duty

For the purpose of this SOP an Explorer is considered to be "on duty" whenever participating in an activity approved by the LLPD Director and while wearing an official Explorer uniform.

- a. Explorer personnel shall address all sworn law enforcement officers and civilians as "Sir" or "Ma'am" respectively.
- b. Explorer personnel shall treat the official business of any law enforcement agency as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established procedures.
- c. Explorer personnel shall not lend to any other person their identification car or badge, or permit them to be photographed for any reason without the approval of the LLPD Director.
- d. Explorer personnel shall not authorize the use of their names, photographs or official titles in connection with testimonials or advertisements of

any commodity or commercial enterprise without prior Director approval.

- e. Explorer personnel shall avoid regular or continuous associations or dealings with persons whom they know are under active criminal investigation or indictment, or have reputation in the community or the local law enforcement agencies for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unadvisable because of another personal relationships.
- f. Explorer personnel shall not criticize or ridicule any other Law Enforcement Agency.
- g. Explorers shall not knowingly interfere with criminal or administrative investigations, assigned tasks, or duty assignments of another, and shall not directly or indirectly, by threat or bribe, attempt to secure the withdrawal or abandonment or a complaint or charges.
- h. Explorer personnel shall operate personal vehicles in a careful and prudent manner and shall obey all laws and all department orders pertaining to such operation.
- i. Any Explorer who is issued a traffic citation shall immediately notify his or her chain of command. Any Explorer having negative contact with law enforcement whatsoever shall be reported to the LLPD Director immediately via the chain of command.
- j. The loss of suspension of an Explorer's driver's license shall be reported to the LLPD Director immediately via the chain of command.
- k. Any Explorer whose grades in school drop below a 2.0 average shall be immediately reported to the LLPD Director via the chain of command.
- l. Explorer personnel will ensure that all Law Enforcement facilities are kept secure. This includes making sure doors are kept closed and locked.
- m. While in any Law Enforcement Center, Explorers will always walk to the far right hand side of any hallway

in a single file manner or cause the restriction of the free flow of movement in walking area.

- n. Explorer personnel shall not photograph any crimes scene or law enforcement – related investigation by videotape, motion picture, still film process or by any other media form for their personal use.
 - o. Explorers are forbidden from posting anything related to any law enforcement officer, Police Department, Sheriff's Department or any incident or function relating to law enforcement on any social media site such as Facebook, My Space, Twitter ect. These are only examples and is not limited to those mentioned.
 - p. Explorers shall not accept any gratuities
3. The Chief of Police or his designee has the sole authority to initiate termination action. Explorer supervisors may request termination procedures take place, but cannot initiate any action. All termination action must be documented in writing. All explorers terminated from the program shall be contacted by the Explorer director and informed to return all property issued.

K. Explorer Chain of Command

1. LLPD Explorer Director:

The Explorer Director is the Los Lunas Police Department officer in charge of the Explorer program.

2. LLPD Explorer Deputy Director

The Explorer Deputy Director is the Los Lunas Police Department officer who is assistant officer in charge of the Explorer program.

3. Explorer Lieutenant

The Explorer Lieutenant holds the position of Executive Officer. Duties include:

- a. Managing Explorer affairs
- b. Scheduling and planning Explorer functions in coordination with the LLPD director.

- c. Keeping informed of the accomplishments, problems and degree of compliance with regulations and other directives through personal observations, inspections, reports and staff meetings; initiating organization actions affecting the unit.
- d. Directing and supervising Explorer staff.
- e. Coordinating staff activities.
- f. Performing related duties as required.

4. Explorer Sergeant

- a. The Explorer Sergeant is an Explorer member who is in charge of the supervision of the individual squad or squads.
- b. Responsible for evaluation personnel
- c. Enforcing protocols and gathering information from their squad/members.
- d. They are responsible for knowing where the members of their squad(s) are, both when present or absent from post activities.
- e. Instructing in operational procedures, maintenance of discipline, and ensure wear of the uniform.
- f. They also receive information concerning their patrolmen's needs and relay this information up the chain of command.

5. Promotional Procedure

- a. Promotional opportunities within the Explorer Program are based on personnel and positional needs. The LLPD Director shall decide when it is necessary for a position to become available. Explorer personnel interested in receiving the position will make it known to the Executive Officer. All promotions must be documented in writing.
- b. Testing for the position will be decided by the LLPD Director and administered by the Executive Officer.
- c. Each Explorer interested in receiving the position will go before the promotional panel. .

- d. The Promotional Panel shall consist of the LLPD Director, the Deputy Director and the Explorer Lieutenant.
 - e. For promotion to the rank of Explorer Lieutenant, the Promotional Panel shall consist of LLPD Director, the Deputy Director and an officer from the department.
- 6. The Chief of Police or his designee reserves the right to restructure the Chain of command for the Explorer program depending up the number of Explorer involved without notice.
- 5. The Explorer uniform is determined by the Chief of Police or his designee.
- 6. All Explorers while on duty shall be well groomed and clean in a manner that shall reflect favorably on the department, unless otherwise directed by the Program Director.
- L. Personal Jewelry and Ornamentation
 - 1. No Jewelry will be allowed with the exception of a wedding ban or religious insignia.
- M. Evaluation
 - 1. An evaluation of the overall volunteer program shall be conducted on an annual basis.
 - 2. Regular personnel evaluations shall be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum job satisfaction on the part of volunteers.